

QUOTATION REQUEST

U.S. GOVERNMENT PRINTING OFFICE
Atlanta, GA

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

MARSHALL STAR

as requisitioned from the U.S. Government Printing Office (GPO) by the

National Aeronautics and Space Administration

Single Award

CONTRACT TERM: The term of this contract is for the period beginning June 1, 2009, and ending May 31, 2010, plus up to four optional 12-month extension periods that may be added in accordance with the "Option to Extend the Contract Term" clause in this contract.

PRODUCTION AREA: It is assumed that all production facilities used in the manufacture of the product(s) ordered under this contract will be located within a 100-mile radius of Huntsville, AL.

Any bidder intending to use production facilities outside this area should furnish information, with the bid, which will on its face demonstrate ability to meet the schedule requirements. The determination by the Government of the acceptability of this information in no way relieves the successful bidder of the responsibility for compliance with these schedule requirements.

SPECIAL ATTENTION IS DIRECTED TO THE FOLLOWING ITEMS WHICH DIFFER SIGNIFICANTLY FROM THE PREVIOUS CONTRACT:

**DISPUTES CLAUSE, Page 2;
GOVERNMENT TO FURNISH, Page 5.**

Additional lesser changes are scattered throughout.

NOTE: DIRECT ALL QUESTIONS OF A TECHNICAL NATURE CONCERNING THESE SPECIFICATIONS TO DEB CHRISTMAS, (404) 605-9160, Ext. 103, OR E-MAIL dchristmas@gpo.gov. REFER ALL OTHER QUESTIONS TO THE CONTRACT ADMINISTRATOR – DENISE VAN DORN, (404) 605-9160 Ext. 110, OR E-MAIL ovandorn@gpo.gov. NO COLLECT CALLS.

ABSTRACT OF PREVIOUS PRICES IS AVAILABLE
on the internet (<http://www.access.gpo.gov/procurement/abstracts/atlanta>),
or you may **FAX request** to (404) 605-9185/9186.

This is a Small Purchase Term Contract. Quotes may be submitted via telephonic facsimile machine (FAX – 404-605-9185/9186) or mailed to the Atlanta Regional Printing Procurement Office, 1888 Emery Street NW, Suite 110, Atlanta, GA 30318. TELEPHONE QUOTATIONS ARE NOT ACCEPTABLE.

All GPO publications referenced in these specifications are available on the internet via the GPO web-site, <http://www.contractorconnect.gpo.gov>.

To submit a quote, bidders must execute and submit the "Schedule of Prices" (pages 13 through 15).

Quotes due by 11:00 a.m. on April 29, 2009.

SECTION 1.- GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Quotation Request will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Pub. 310.2, effective December 1, 1987 (Rev. 6-01), available on the GPO web-site) and GPO Contract Terms, Quality Assurance Through Attributes Program (GPO Pub. 310.1, effective May 1979 (revised August 2002), available on the GPO web-site).

DISPUTES CLAUSE: GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at www.gpo.gov/printforms/pdf/contractdisputes.pdf. This June 2008 clause also cancels and supersedes any other disputes language currently included in existing contractual actions.

QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels and standards shall apply to these specifications:

Product Quality Levels:

- (a) Printing (page related) Attributes -- Level III.
- (b) Finishing (item related) Attributes -- Level III.

Inspection Levels (from MIL-STD-105):

- (a) Non-destructive Tests - General Inspection Level I.
- (b) Destructive Tests - Special Inspection Level S-2.

Specified Standards: The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	File Output
P-8. Halftone Match (Single and Double Impression)	File Output

OPTION TO EXTEND THE CONTRACT TERM: The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 60 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed five years as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the "Extension of Contract Term" clause. See also "Economic Price Adjustment" for periodic pricing revision.

EXTENSION OF CONTRACT TERM: At the request of the Government, the term of any contract resulting from this solicitation may be extended for such period of time as may be mutually agreeable to the GPO and the contractor.

ECONOMIC PRICE ADJUSTMENT: The prices set forth in this contract shall be adjusted in accordance with the provisions of this clause, provided that, in no event will prices be revised to exceed the maximum permissible under any law existing as of the date of the contract or as may be hereafter promulgated.

Price adjustment period: For the purpose of this clause, the program years shall comply with the Contract Term clause. There shall be no price adjustment for orders placed during the first program year of this contract.

Price adjustment: The prices shall be adjusted on the basis of the "Consumer Price Index For All Urban Consumers - Commodities Less Food, Seasonally Adjusted," published monthly in the CPI Detailed Report by the Department of Labor, Bureau of Labor Statistics, in the following manner:

- (1) The contract price of orders placed during the adjusted period (excluding reimbursable postage or transportation costs) shall be adjusted by the percentage increase or decrease in the average, seasonally adjusted Consumer Price Index For All Urban Consumers - Commodities Less Food (seasonally adjusted) as follows: An index shall be calculated by averaging the 12 seasonally adjusted months ending 3 months prior to the expiration of the first period of the contract. This average is then compared with the average index for the 12-month period ending 3 months prior to the beginning of the contract, called the base index. The percentage increase or decrease by comparing these two indexes shall be applied to the contractor's invoices for orders placed during the price adjustment period.
- (2) The Government will notify the contractor in writing of the percentage increase or decrease to be applied to any invoices to be submitted for orders subject to price adjustment in accordance with this clause. Such percentage will be determined from the published index as set forth above. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs. Any applicable discounts will be calculated on the basis of the invoice price as adjusted.

If the Government exercises an option, the extended contract shall be considered to include this economic price adjustment clause.

ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS: A GPO jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order will be supplemented by an individual "Print Order" for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

PAYMENT: Submit all billing to: Comptroller, Stop FMCE, Financial Management Service, U.S. Government Printing Office, Washington, D.C. 20401. (NOTE: GPO offers a Contractor Fax Billing System. Please, visit the GPO web-site for more information.)

NOTE: CONTRACTOR BILLING MUST BE ITEMIZED PER THE SCHEDULE OF PRICES – SEE PAGES 13 THROUGH 15.

Additionally, the contractor is required to submit a photocopy of the billing, along with one printed sample, to GPO, ARPPQ, 1888 Emery St. NW, Suite 110, Atlanta, GA 30318-2542 ATTN: Program No. 1445-S, Sample. (Failure to do so may result in nonpayment.)

ORDERING: Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from June 1, 2009, through May 31, 2010, plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

REQUIREMENTS: This is a requirements contract for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "Ordering". The quantities of items specified herein are estimates only, and

are not purchased hereby. Except as may be otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated", it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government activity identified on page 1. The Government shall not be required to purchase from the contractor, requirements in excess of the limit on total orders under this contract, if any.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor within the time specified in the order, and the rights and obligations of the contractor and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/ delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source.

The Government may issue orders which provide for shipment/delivery to or performance at multiple destinations.

Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the "Ordering" clause of this contract.

REGULATIONS GOVERNING PROCUREMENT: The U.S. Government Printing Office (GPO) is an office in the legislative branch of the United States Government. Accordingly, the Federal Acquisition Regulation is inapplicable to this, and all GPO procurements. However, the text of certain provisions of the Federal Acquisition Regulation as contained in the Code of Federal Regulations (CFR), are referenced in this solicitation. The offeror should note that only those provisions of the Federal Acquisition Regulation which are specifically incorporated by reference into this solicitation, are applicable.

POLLUTION PREVENTION AND RIGHT-TO-KNOW INFORMATION:

(a) Federal facilities are required to comply with the provisions of the Emergency Planning and Community Right-to-Know Act of 1986 (EPCRA) (42 U.S.C. 11001-11050) and the Pollution Prevention Act of 1990 (PPA) (42 U.S.C. 13101-13109).

(b) During performance, in whole or in part, of this contract on a Federal facility, the Contractor shall provide to the Contracting Officer all information needed by the Federal facility to comply with the emergency planning reporting requirements of Section 302 of EPCRA, the emergency notice requirements of Section 304 of EPCRA, the list of Material Data Safety Sheets required by Section 311 of EPCRA, the emergency and hazardous chemical inventory forms of Section 312 of EPCRA, and the toxic chemical release inventory of Section 313 of EPCRA, which includes the reduction and recycling information required by Section 6607 of PPA.

SECTION 2. - SPECIFICATIONS

SCOPE: These specifications cover the production of a newsletter requiring such operations as electronic prepress, binding, packing, and distribution.

TITLE: Marshall Star.

Although this is an option year contract, all the estimates, averages, etc. are based upon one year's production.

FREQUENCY OF ORDERS: Weekly (except for weeks of Christmas and New Years).

QUANTITY: Approximately 6,500 copies per order.

Note: The quantity ordered may increase or decrease during the term of the contract depending upon the mailing requirements.

NUMBER OF PAGES: The number of pages will range from 4, 6, 8 or 12 pages per order with an average of 6 pages per order.

TRIM SIZE: Finished size is 8-1/2 x 11".

4, 8, and 12 page products fold from 17 x 11" to 8-1/2 x 11" (see BINDING on page 7).

6 page products fold from 25-1/2 x 11" to 8-1/2 x 11" (see BINDING on page 7).

Based upon past performance, most will be 6 or 8 page products.

GOVERNMENT TO FURNISH:

Electronic Media:

Platform: MacIntosh Model G4 or G5 with system 10.3.8 or later.

Storage Media: Electronic Transfer by electronic mail, Government hosted FTP web site, or CD-R.

Software: Files will be furnished in press-quality PDF or EPS exported from InDesign. Contractor must have the ability to edit PDF files.

NOTE:

- Current or near current versions of the above mentioned programs will be furnished.
- All software upgrades (for specified applications and operating systems) which may occur during the term of the contract, must be supported by the contractor.
- The contractor is not to request that files be converted to a different format. If contractor wishes to convert files to a different format, the final output must be at the same or higher quality.

Fonts: Fonts will be embedded/embedded subsets in electronic files.

Output: 150 line screen for all screens and halftones; 1200+ DPI for the remainder.

A visual of the furnished electronic files will be provided.

Occasionally, the Government may submit last minute revisions to the contractor via electronic mail or a designated FTP web site.

Address list and updates (changes) as necessary; furnished on CD-R using Microsoft Word or Excel (latest version) or text reading software, DOS.

Kraft envelopes will be provided to mail multiple copies.

Facsimile, Form 905 (R. 3/90) with labeling and marking specifications.

A supply of blue labels and selection certificates for shipping Departmental Random Copies.

Print orders.

Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried on copy or electronic file, must not print on finished product.

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under "Government to Furnish," necessary to produce the product(s) in accordance with these specifications.

ELECTRONIC PREPRESS/FILMS: Films are not required; however all quality levels **MUST** be maintained. **Ink-jet printing and electrostatic copying are not acceptable.**

If at the contractor's option films are used, the Government will not pay for new films due to Author's Alterations. The Government will pay for making digital corrections - not for new films.

Immediately upon receipt of GFM and prior to image processing, the contractor shall perform an in-depth preflight check of the furnished media and publishing files to assure correct output of the required reproduction image. This preflight check is to include: accurate identification of all fonts used and/or missing fonts, identification of colors used within file, and any errors, media damage or data corruption that might interfere with proper file image processing. **All problems must be reported to the Term Contract Section, Atlanta RPPO, (404) 605-9160, ext. 103.**

The contractor shall create or alter any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.

When PostScript files are not furnished - prior to making revision, the contractor shall copy the furnished files and make all changes to the copy.

Upon completion of each order, the contractor must furnish final production files (digital deliverables) with the furnished material. The digital deliverables must be an exact representation of the final printed product and shall be returned on the same type of storage media as was originally furnished. The Government will not accept, as digital deliverables, any proprietary file formats other than those supplied, unless specified by the Government.

PROOFS: Contractor to fax one page proof with trim marks where applicable to the Marshall Space Flight Center (MSFC) Printing Office at 256-544-6010 within one hour of receipt of furnished materials. Contractor to call individual listed on the print order (will include phone number) to confirm receipt of proofs. Government will hold proofs no more than 30 minutes. (Entire process must be complete no later than 4:30 p.m. same day.)

The contractor will be responsible for performing all necessary proofreading to insure that the proofs are in conformity with the copy submitted.

If any contractor's errors are serious enough in the opinion of the GPO to require revised proofs, the revised proofs are to be provided at no expense to the Government. No extra time can be allowed for this reproofing; such operations must be accomplished within the original production schedule allotted in the specifications.

The contractor must not print prior to receipt of an "OK to print."

NOTE: Contractor furnished proof approval letters will not be recognized for proof approval/disapproval. Only GPO generated proof letters will be recognized for proof approval/disapproval.

STOCK/PAPER: The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 12" dated February 2008.

NOTICE: Copies of the "Government Paper Specifications Standards, No. 12," dated February 2008, are for sale, on a subscription basis, by the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402; or on the GPO web site.

All paper used in each copy must be of a uniform shade.

White Offset Book, grammage 90 g/m² (basis weight: 60 lbs. per 500 sheets, 25 x 38"), equal to JCP Code A60.

PRINTING: Print head-to-head in black ink.

INK: If lithographic ink is used in the performance of this contract, the ink shall contain not less than the following percentages of vegetable oil: (a) news ink, 40 percent; (b) sheet-fed and forms ink, 20 percent; and (c) heat-set ink, 10 percent. High quality color process printing on high speed heat-set presses is excepted when slow drying time significantly increases production costs.

MARGINS: 1/4", Bind 1/4".

BINDING: 4, 8, 12, and 16 page products: Fold from 17 x 11", inset as necessary, and trim three sides to 8-1/2 x 11".

6 page products: Fold from 25-1/2 x 11" to 8-1/2 x 11" using two parallel folds.

MAINTAINING ADDRESS LIST: An original address list will be furnished by the Government at the beginning of the contract period. Contractor will be responsible for maintaining and updating, on a weekly basis, the address list sorted by zip code and for preparation of mailing labels. Updates will average approximately 7 per month. An updated copy of the mailing list will be provided to the Government upon request. A set of mailing labels will be provided to the Government one (1) time during the duration of this contract for the purpose of verifying the mailing list.

At the conclusion of this contract, the contractor shall provide to the Government a complete and updated final address list. This list should be in the same CD-R manner as originally provided at the beginning of the contract and zip code sorted.

PACKING: Shipments are to be prepared as follows:

Single copy mailing: 4, 6, 8, and 12 page products will require an additional fold to 5-1/2 x 8-1/2". Affix label inside the address block and affix two mailing tabs to the open/outer edge – one near the top and the other near the bottom.

Each package or container must conform to the appropriate regulations in the U.S. Postal Service manuals for 5-digit Delivery Point Bar Codes and CASS Certification.

Multiple copy labeling: insert copies as specified for a particular address into furnished kraft envelopes and affix label. Deliver these labeled envelopes to Marshall Space Flight Center, Huntsville, AL, as indicated on the print order.

Remainder of copies to be tied, or at contractor's option, shrink- wrapped, in units of 100 and placed into shipping containers for delivery to the Marshall Space Flight Center, Huntsville, AL. Each shipping container must not exceed 25 pounds when fully packed.

Shipping containers shall have a minimum bursting strength of 275 pounds per square inch or a minimum edge crush test (ECT) of 44 pounds per inch width.

LABELING AND MARKING: Copies to be mailed: Affix a label (type and style of contractors choice) to each copy mailed singly and to each unit packaged in the furnished envelopes.

Bulk copies: Reproduce shipping container label from furnished copy, fill in appropriate blanks and attach to shipping containers.

DEPARTMENTAL RANDOM COPIES (BLUE LABEL): All orders must be divided into equal sublots in accordance with the chart below. A random copy must be selected from each subplot. Do not choose copies from the same general area in each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

Quantity Ordered	Number of Sublots
500 - 3,200	50
3,201 - 10,000	80
10,001 - 35,000	125
35,001 and over	200

These randomly selected copies must be packed separately and identified by a special government-furnished blue label, affixed to each affected container. The container and its contents shall be recorded separately on all shipping documents and sent to the address listed under "DISTRIBUTION".

A copy of the PRINT ORDER/SPECIFICATION and a signed Government-furnished certificate of selection, must be included.

QUALITY ASSURANCE RANDOM COPIES: In addition to the Departmental Random Copies (Blue Label), the contractor may be required to submit quality assurance random copies to test for compliance against the specifications. The print order will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. Copies will be paid for at the running rate offered in the contractor's bid and their cost will not be a consideration for award.

Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled shipment. A copy of the print order must be included.

A U.S. Postal Service approved Certificate of Mailing, identified by Program, Jacket and Print Order numbers, must be furnished with billing as evidence of mailing.

DISTRIBUTION: Deliver f.o.b. destination approximately 4,590 unlabeled copies to Marshall Space Flight Center, Bldg. 4200 (loading ramp), Huntsville, AL 35812.

Deliver f.o.b. destination approximately 164 copies in furnished labeled envelopes to Marshall Space Flight Center, Bldg. 4200 (loading ramp), Huntsville, AL 35812.

Deliver f.o.b. destination approximately 1,746 single copies to the United States Postal Service, Bulk Distribution Center, Huntsville, AL for mailing as per furnished mailing list and updates.

The following breakdown is typical of the labeling requirements:

Label approximately 1,746 single copies for nationwide destinations using the NASA Permit Mail Number on lower right side of the publication; deliver to USPS for mailing using Permit Mail.

Label approximately 164 copies for approximately 15 nationwide and international destinations (copies per address range from 2 to 25 copies) using the furnished envelopes and deliver to Marshall Space Flight Center for distribution.

Upon award of the contract, NASA will establish a mailing fund (with applicable permit mailing number) at the USPS Bulk Distribution Center, Huntsville, AL, for use under the contract.

The contractor is cautioned that the NASA Permit Mailing Number may be used only for the purpose of mailing material produced under this contract.

NOTE: Contractor must presort by zip code using Automatic 5-digit Deliver Point Bar Code and CASS Certification for all mailed copies.

All copies mailed must conform to the appropriate regulations in the U.S. Postal Service manuals for "Domestic Mail" or "International Mail" as applicable.

Certificate of Conformance: When using "Permit Imprint Mail" the contractor must complete GPO Form 712 - Certificate of Conformance (Rev. 1-85), supplied by GPO. In addition, the appropriate Postal form must be completed to include number of pieces, weights, postal charges, class of mail, and the GPO control number from GPO form 712 (located in the top right corner), signed and verified by the entry post office. Copies of this documentation must be sent to GPO with billing and a facsimile must be forwarded within seven (7) days after mailing to the following:

Marshall Space Flight Center
ATTN: Rebecca (Becky) Caneer
IS30R
Marshall Space Flight Center, AL 35812

Additionally, the contractor is required to submit a photocopy of the billing, along with one printed sample, to GPO, ARPPPO, 1888 Emery St. NW, Suite 110, Atlanta, GA 30318-2542 ATTN: Program No. 1445-S, Sample. (Failure to do so may result in nonpayment.)

Upon completion of each order, all furnished material must be returned to the address listed under "Schedule".

All expenses incidental to the pickup and return of furnished materials and furnishing samples must be borne by the contractor.

RECEIPT FOR DELIVERY: Contractor must furnish their own receipts for delivery. These receipts must include the GPO jacket, program, and print order numbers: total quantity delivered, number of cartons, and quantity per carton: date delivery made: and signature of the Government agent accepting delivery. The original copy of this receipt must accompany the contractor's billing for payment.

SCHEDULE: Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511).

Furnished materials, when not provided via e-mail or Government maintained FTP-site, must be picked up from and delivered to: Marshall Space Flight Center, Bldg. 4200, Room 101, Huntsville, AL 35812.

Publication is scheduled for every Thursday and will be in conformance with the following schedule:

1. On or before 2:00 p.m. every Wednesday, the Government will make available for pickup from the MSFC FTP server, all furnished material.
2. When proofs are required, they must be faxed to MSFC Printing Office at 256-544-6010 within one hour of receipt of furnished materials. Government will hold proofs no more than 30 minutes. (Entire process must be complete no later than 4:30 p.m. same day.)

3. The Contractor shall deliver the bulk copies by 7 a.m. each Thursday (publication date) to the address listed under "DISTRIBUTION".
4. Mailing of the copies in accordance with the mailing list must be completed by 12:00 noon Thursday (publication date).

Note: If furnished material is not available until after 2 p.m., notification shall be 9 a.m. Thursday and delivery will be 7 a.m. Friday. Mailing of single copies will be completed by 12:00 noon Friday.

5. No Marshall Star will be printed the weeks of Christmas or New Years.

If a Federal Government holiday falls on Wednesday, Government furnished material will be available for pickup the workday prior to the holiday.

If a Federal holiday falls on a Thursday, delivery will be made the next workday following the holiday, EXCEPT for the Thanksgiving holiday, when Government furnished materials will be available for pickup on TUESDAY and the contractor shall deliver the bulk copies by 7 a.m. and present the mailed copies to the USPS by 12:00 noon on WEDNESDAY.

Note: The contractor is advised that the following entrances to the Marshall Space Flight Center are open 24 hours a day, seven days a week for delivery: Gate 9 (Rideout Road), Gate 1 (Martin Road East).

Additionally, commercial vehicles **MUST** use Gate 1 (Martin Road East). **Pictured ID, vehicle registration, and proof of insurance must be presented at Gate 1.** In order to enter through Gate 9, contractor **MUST** be badged with NASA and the vehicle **MUST** display a decal issued by NASA/MSFC Security. **Gate openings and security details are subject to change. Contractor will be notified of any gate hours or security requirements.**

The ship/deliver date indicated on the print order is the date products ordered f.o.b. destination must be delivered to the destination(s) specified or to the USPS for mailing.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with each order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

SECTION 3. - DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the "Schedule of Prices" to the following units of production which are the estimated requirements to produce one year's work under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered during the term of the contract.

The following item designations correspond to those listed in the "Schedule of Prices".

I.		(1)	(2)
	(a)	342	22,230
II.	1.	(a)	86,604
		(b)	750
		(c)	85
	2.	(a)	337

(Page 12 is blank)

SECTION 4. - SCHEDULE OF PRICES

GPO Facsimile Number: (404) 605-9185/9186

Bids due by: 11:00 a.m. / Date: 04-29-2009

BIDDERS NAME AND SIGNATURE: Fill out and return* of all the pages in "Section 4.- Schedule of Prices", initial each in the space provided.

Bidder _____

(Address) (City) (State) (Zip)

(Person to be contacted) (Telephone Number) (Date) (State Code/Contractor's Code)

*You may FAX the Schedule of Prices pages to the above number, or you may mail them to: Atlanta Regional Printing Office, 1888 Emery St. NW, Suite 110, Atlanta, GA 30318-2542.

(NOTE: TELEPHONE QUOTATIONS ARE NOT ACCEPTABLE.)

PAYMENT TERMS:

Discounts are offered for payment as follows: _____ percent, _____ calendar days. See Article 9 "Discounts" of Solicitation Provisions in GPO Contract Terms (Pub. 310.2).

THIS SECTION FOR GPO USE ONLY

Certified by: _____ Date: _____
(Initials)

Contracting Officer: _____ Date: _____
(Initials)

Quotes offered are f.o.b. contractor's city for all mailed shipments and f.o.b. destination for all other shipments.

Prices must include the cost of all required materials and operations for each item listed in accordance with these specifications.

Bidder must make an entry in each of the spaces provided. Quotes submitted with any obliteration, revision, or alteration of the order and manner of submitting quotes, may be declared nonresponsive.

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government.

Quotes submitted with NB (No Bid) or blank spaces for an item may be declared nonresponsive.

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production (whether or not such items are included in the Determination of Award) that are inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the Government.

All billing submitted to the GPO shall be based on the most economical method of production.

The contractor is cautioned not to perform any operation(s) or produce any product(s) for which a price has not been offered under the contract. Further, the contractor is not to accept print orders which are outside the scope of the contract. Any changes made to the print order MUST be confirmed in writing by the Contracting Officer, Atlanta GPO. If such orders are placed by the agency, and no Modification is received from the Atlanta GPO, the contractor is to notify GPO Atlanta immediately. Failure to do so may result in nonpayment.

Fractional parts of 100 will be prorated at the per 100 rate.

- I. PRINTING AND BINDING:** Prices offered shall include the cost of all required materials and operations necessary for the printing and binding of the product listed in accordance with these specifications.

	Makeready and/or Setup (1)	Running Per 100 Copies (2)
(a) Per page.....	\$_____	\$_____

- II. PACKING:** Prices offered shall include the cost of all required materials and services required for packing for mailing and/or delivery in accordance with these specifications

1. Mailing: Prices should include the cost of all materials and services required to produce and affix address labels in accordance with these specifications.

(a) Affixing mailing label to single copy (including final fold to 5-1/2 x 8-1/2" and affixing two mailing tabs) per copy\$_____

(b) Inserting multiple copies into furnished kraft envelope per envelope\$_____

(c) Maintaining mailing list per update\$_____

2. Bulk shipments (other than by mail):

(a) Packing and sealing shipping containers (including cost of tying or wrapping in units of 100 copies) per container.....\$_____

(Initials)

ASSUMED AREA OF PRODUCTION: My production facilities are located within the assumed area of production. _____yes _____no

Bidders OUTSIDE the assumed production area specified on page one of these specifications should complete the following information.

1. Proposed carrier(s) for pickup of Government Furnished Material:

a. Number of hours from acceptance of print order to pickup of Government Furnished Material....._____

b. Number of hours from pickup of Government Furnished Material to delivery at contractor's plant....._____

2. Proposed carrier(s) for delivery of completed product:

a. Number of hours from notification to carrier to pickup of completed product....._____

b. Number of hours from pickup of completed product to delivery at destination....._____

(Initials)